County of Fairfax, Virginia

ADDENDUM

Date: March 13, 2014

ADDENDUM NO. 2

TO: ALL PROSPECTIVE BIDDERS

REFERENCE: RFP2000000964

TITLE: Electronic Record and Archive Management

DUE DATE/TIME: March 21, 2014; 2:00 P.M.

The referenced invitation for bid is amended as follows:

> Refer to Attachment I for responses to the questions received via e-mail and during the pre-proposal conference held on March 7, 2014.

All other terms and conditions remain the same.

_____
Kristy D. Apperson, MS, MBA
Contract Specialist II

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT INVITATION FOR BID:

_____
Name of Firm

_____   _____
          (Signature)   (Date)

ONE SIGNED COPY OF ADDENDUM MUST BE RETURNED PRIOR TO THE OPENING DATE/TIME OR MUST ACCOMPANY BID.

Note: **SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL BID DOCUMENT. THE ORIGINAL BID DOCUMENT MUST BE SIGNED.**

ATTACHMENT I

Q1.   Section 9.1 Offeror's Surety (optional paragraph). Do vendors need to respond to this section?

A1.   This requirement is hereby removed.

Q2.   To be in compliance with HIPAA will the County require a BAA?

A2.   Yes, a copy of the County's Business Associate Agreement can be found here: http://www.fairfaxcounty.gov/hipaaprogram/form/fairfaxbaa.pdf

Q3.   What is the expectation on how we are to submit a cost proposal for this RFP?

A3.   The table provided in Appendix B is a suggestion as to the items we are looking for to be identified and priced in your cost proposal If your business model should be priced in a different way then please provide us with a cost proposal that is in align with your technical response.

Q4.   Can we provide labor categories other than what we see identified in the RFP?

A4.   Yes, please provide us with labor categories and hourly labor rates for any labor categories you feel will be needed to accomplish the tasks in this RFP. Keep in mind that all labor rates submitted will be considered as Firm Fixed and must be fully burdened to include travel and other expenses.

Q5.   Is DOD 15 certification a requirement?

A5.   No, this is not a requirement.

Q6.   How would you like us to put together our response to this RFP?

A6.   This is a business decision on your part, however it is suggested that you clearly identify which portions of your response match up to the numbered paragraphs in the RFP.

Q7.   Please specify the current versions of the platforms being used and also a specific inventory of all content management & imaging platforms currently being used.

A7.   We have systems/applications from 5 versions to current version of ECM software.

Q8.   Are there any specific rules/transformations (like data massaging, data transformation) to be applied while migrating the content?

A8.   Will be determined during requirement's phase.

Q9.   This required estimating migration costs. If this info is not available, can we make assumptions?

A9.   Yes, you may make assumptions.

Q10.   Is version migration of documents also in scope or does the latest version only needs to be migrated? Please confirm.

A10.   Yes.

ATTACHMENT I

Q11. How many document classes/object types are there in source system? What is the number (approximate) of properties (metadata) associated with each of the classes?

A11. As stated in the pre-proposal conference we have over 90 departments that may use the contracts we establish, we are looking for vendors who can offer flexibility in their solutions so that they will work with many different requirements that may be called for by these departments.

Q12. Do folders need to be migrated from source system? If yes, does folder security also need to be migrated?

A12. Yes.

Q13. Does security need to be migrated from source system? Do the source system and target system authenticate against the same Active Directory Server or different Active Directory Servers?

A13. Yes.

Q14. Is source system linked to any custom database other than configured with source system? For example some part of metadata is stored in that custom database.

A14. Yes/No.

Q15. What is the daily document influx and updation of existing data into the source system (number of documents, size)? What is the daily document influx and updation of existing data into the source system (number of documents, size)?

A15. The purpose of this contract is to identify vendors who can perform these services, contract with them and then have them respond to each task order that comes in from the individual department's requirements and at that time award the task order to vendors listed on the contract we award. At this time we do not have any data on the volume of work that may come out of this solicitation.

Q16. What would be the available time slot per week to run the tool for migration in the production system? Can it be only run in non-business hours and weekends? If yes then what are the business hours?

A16. Please see the answer to Question 15.

Q17. Please confirm our understanding is that Fairfax County is looking for ECM solution that can consist of:
- Scanning/Indexing system
- Document/Content Management system
- Records Management System
- Workflow or Business Process Management system

A17. Yes, this is the correct understanding.

ATTACHMENT I

Q18. Is there any requirement for workflow implementation or automation of any business processes? If yes, please provide the details like no. of workflows, complexity etc.?

A18. Yes, there will be some requirements for this but only after the award is made and the requirements of the departments come to IT.

Q19. From how many locations scanning will be done? How many scan stations per location are required?

A19. Currently 5 scanning locations. Scan stations will be determined during requirement's phase.

Q20. What is the condition of the papers? Any tears, damages or readability issues?

A20. As with the microfilm, the documents could be in all conditions.

Q21. Will any pages contain white writing on black background and require polarity reversal?

A21. Possibly.

Q22. Will pages need to be re-stapled and re-filed exactly as they came or may they just be returned in the same order?

A22. That is a possibility.

Q23. How many images are found on each microfilm roll and each fiche jacket?

A23. At this time we do not have all the answers but here are a few examples:
   a. 35MM rolls may contain up to 600 images
   b. 16MM rolls may contain up to 2000 images
   c. Microfiche may contain up to 98 images

Q24. Does the film contain blips at the image and/or document level?

A24. Not typically, but some might.

Q25. Are there aperture cards with more than one (1) image per card? If so, how many images are there per aperture card on average? Are there aperture cards with more than one (1) image per card? If so, how many images are there per aperture card on average?

A25. Aperture cards are typically single image.